

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

Please complete the short on-line application form and attach the following 3 documents:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development.
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 10th March 2019

Interviews are planned for: 3rd April 2019



UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Lecturer (ASE); Grade 9
Contract:	Permanent, full time
Hours:	A notional minimum of 36 hours per week
Salary:	£40,793 - £48,676 per annum
Department/Section:	Language and Linguistics
Responsible to:	Head of Department (HoD)
Purpose of role:	<p>To direct and deliver postgraduate modules in Chinese-English, English-Chinese Translation and Interpreting (TI) on our MA Chinese TI and Diploma TI courses.</p> <p>To supervise project-based MA dissertations in translation, interpreting or subtitling and contribute to the successful administration and management of the department.</p> <p>To play a pro-active role in the recruitment of students to the programme from China and Taiwan, in liaison with the University's Colchester-based International Office and its Beijing Office.</p>

CONTEXT

The Department of Language and Linguistics (DLL) has 37 full-time academic members of staff and provides a broad spectrum of expertise in the study of language and in the practical teaching of modern foreign languages. Its core ambition is to offer students a transformative educational experience in these areas underpinned by high quality research. The majority of research conducted in the department is rated 'world leading' or 'internationally excellent', placing us 8th among departments in the UK for research quality (REF 2014).

KEY RESPONSIBILITIES OF THE POST

- To contribute to excellence in education by designing and delivering, substantive and effective teaching and learning support at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, supervision, etc.) as agreed with the HoD.
- To engage in individual and/or collaborative scholarship and professional practice activity which contributes to an excellent standard of publications
- To undertake leadership duties related to pedagogic research and education appropriate to career stage and as allocated by the HoD.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by the HoD.

Education

- To engage successfully and effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities support student learning.
- To design, plan and deliver learning across a range of modules or within subject area, in creative and innovative ways appropriate to the subject area and level, taking into account departmental action planning and priorities.
- To deliver and support learning activities (modules, programmes of study, etc.) in stimulating and inclusive ways appropriate to the subject area, level, range of learners and learning environment.
- To assess and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects, fieldwork and placements.
- To supervise postgraduate taught students appropriate for the discipline.
- To gain Fellowship of the Higher Education Academy within the probationary period (usually three years for permanent posts).
- To contribute to the development of faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

Leadership and Citizenship

- To undertake leadership of specific, significant areas of activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director) as may be reasonably required by the Head of Department.
- To play an active and constructive role in the Department and engage in activities beyond your own education duties, (e.g. admissions or undergraduate recruitment, etc.), identifying areas for improvement and taking action as agreed by the Head of Department.
- Undertake peer mentoring of colleagues new to teaching on the request of the Head of Department.
- To participate in, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.
- To engage in continuing professional development in relevant subjects/disciplines and their pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.

Scholarship and Professional Practice

- To incorporate subject and pedagogic research and/or scholarship into learning and assessment as part of an integrated approach to academic practice.
- To develop and produce learning materials and disseminate the results of scholarly activity.



- To actively engage in reflective practice and continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
- To contribute to your individual field of expertise as appropriate to your discipline.
- To conduct individual or collaborative scholarly research projects as appropriate to your discipline.
- To identify sources of funding and contribute to the process of securing funds for your scholarly activities.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

TERMS OF APPOINTMENT

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

UNIVERSITY OF ESSEX
 PERSON SPECIFICATION

JOB TITLE: Lecturer (ASE); Grade 9	POST REF: REQ02351
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
<ul style="list-style-type: none"> ■ Relevant postgraduate qualification or doctoral level research degree in Translation or Interpreting or equivalent professional experience or practice. 	X	
<ul style="list-style-type: none"> ■ Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level. 	X	
EXPERIENCE/KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> ■ Substantial experience in teaching at undergraduate and/or postgraduate levels, or demonstrable potential to engage in teaching and learning support in, engaging and innovative ways. 	X	
<ul style="list-style-type: none"> ■ Experience of designing and planning of learning activities (training, modules, programmes of study, etc.), developing effective learning environments (face to face and/or virtual) and approaches to student support and guidance. 	X	
<ul style="list-style-type: none"> ■ Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices. 	X	
<ul style="list-style-type: none"> ■ Experience, or an understanding of engaging with the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching. 	X	
<ul style="list-style-type: none"> ■ Recent professional experience of Mandarin Chinese-English/English-Mandarin Chinese Conference Interpreting. 	X	
<ul style="list-style-type: none"> ■ Recent and extensive experience of teaching Mandarin Chinese-English and English-Mandarin Chinese Translation/Interpreting within a UK Higher Education environment. 	X	
<ul style="list-style-type: none"> ■ Possess a high level of English, equivalent to near native language ability. 	X	
SKILLS/ABILITIES	Essential	Desirable
<ul style="list-style-type: none"> ■ The ability and willingness to complement and continuously enhance the department/school's education strengths and areas of planned development. 	X	
<ul style="list-style-type: none"> ■ The ability to engage in knowledge exchange and outreach activities and a willingness to mentor colleagues to do the same. 	X	
<ul style="list-style-type: none"> ■ A clear understanding of how students learn both generally and within their subject/disciplinary area(s) and the ability to apply this understanding to their own practice. 	X	
<ul style="list-style-type: none"> ■ A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate. 	X	
<ul style="list-style-type: none"> ■ Strong communication skills, both written and verbal. 	X	

■ An appreciation of the value of appropriate technologies and how these support student learning with a willingness to deploy these when relevant.		X
■ Demonstrate ability to successfully work collaboratively on course development, curriculum changes and module delivery.	X	
■ The ability to supervise project-based MA projects and dissertations in translation, interpreting or subtitling.	X	
■ The ability and willingness to teach practical written translation, interpreting and general writing skills at undergraduate or postgraduate level.	X	
■ Willingness to promote the programme and be involved pro-actively in the recruitment of students, including visits to China and Taiwan.	X	
■ Ability and willingness to work as part of a team.	X	

PROFESSIONAL VALUES	Essential	Desirable
■ A commitment to helping develop dynamic communities of research and education at the University.	X	
■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice).	X	
■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	X	
■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	X	
■ An acknowledgement of the wider context in which higher education operate.	X	
■ A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome and employability).	X	
ELIGIBILITY	Essential	Desirable
■ The ability to meet UK 'right to work' requirements*.	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

ADDITIONAL INFORMATION

Department of Language and Linguistics

You can find more information about the department at the following link:

<https://www.essex.ac.uk/departments/language-and-linguistics>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to Ms Ignazia Posadinu, Translation and Interpreting Co-ordinator, e-mail: iposad@esex.ac.uk. However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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